



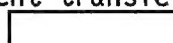
24 June 1976

MEMORANDUM FOR: Assistant for Information, DDA   
FROM :   
Chief, Records Administration Branch  
SUBJECT : Suggested Partial Response to Madame Bella Abzug's  
Letter of 10 June 1976

1. The first paragraph of subject letter requests information as to "the policies of [CIA] concerning records disposal, particularly methods and procedures for transferring files and records to the National Archives." She also asked for "a copy of [our] latest agreement with NARS regarding transfer of papers and a schedule of the content [and date] of the most recent transfer."

2. With regard to our methods and procedures of transferring records to NARS, we follow the FPMR 101-11.411-3 on "direct transfers" which states that such transfers "shall be initiated by Federal Agencies by written request to the GSA."

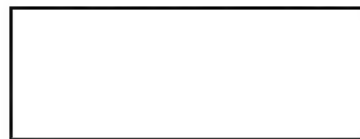
3. The above procedure in answer to her second question is in fact the latest agreement that CIA has with NARS regarding the transfer of any records to that facility.

4. With regard to CIA's most recent transfer to NARS, attached is a copy of a letter to NARS prepared by  C/AARC, on transferring 167 feet of OSS films including an attachment listing these films. The attached signed courier's receipt by NARS documents their receipt on 6 August 1975 and on 27 January 1976 the Agency received an official accession notice from NARS, a copy of which is also attached.

5. Also attached is a records shelf list of all other recent inter-Agency transfers of CIA records.

6. The other requests in the Chairwoman's letter would probably be more appropriately answered by Office of Security and OGC.

Attachments: a/s



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6 August 1975

Mr. William T. Murphy  
Office of the National Archives  
National Archives and Records Service  
National Archives Building  
Seventh Street and Pennsylvania Avenue, N.W.  
Washington, D. C. 20408

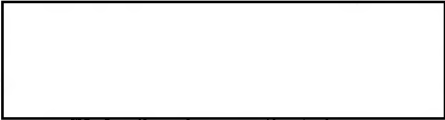
Dear Mr. Murphy:

Attached hereto are three lists which we hope will be helpful in your inventory of the 164 reels of Office of Strategic Services motion picture film that I am transferring to your custody today.

The first itemizes the eleven classified films which have been separated from the whole and placed in a single box.

The second notes three unclassified reels "charged out" that I am to deliver to you within the near future. The third lists all 156 unclassified films, including the three, which we are offering to the National Archives.

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Chief, Agency Archives  
Central Intelligence Agency

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Next 10 Page(s) In Document Exempt

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FROM CIA Archives		NO. <b>Q518294</b>
		DATE <b>6 Aug 75</b>
TO: Mr. William T. Murphy National Archives Building 8th & Pennsylvania Ave.		TYPE OF MATERIAL ENVELOPE (S) PACKAGE (S) OTHER
Room 20E (963-6015)		<b>15 Boxes</b>
<small>ORIGINATOR: DO NOT COMPLETE THIS COPY BELOW THIS LINE. REMOVE THIS COPY IF LOG DATA IS TO BE ADDED ON COPIES 2 AND 3. INSERT ONLY THIS COPY IN THE WINDOW POCKET, OR ATTACH SECURELY TO ENVELOPE OR PACKAGE WITHOUT A WINDOW POCKET.</small>		
SIGNATURE OF RECIPIENT (NOT INITIALS) <b>William T. Murphy</b>		DATE AND TIME OF RECEIPT <b>8/6/75 10:30</b>
COURIER'S RECEIPT		<b>1</b>

GENERAL SERVICES ADMINISTRATION

Accession Inventory

Accession Job No. NN-376-10

Record Group 226

Agency of Custody: Agency Archives  
Central Intelligence Agency  
Washington, DC 20505

Location of Depository: Audiovisual Archives Division  
Office of the National Archives  
Washington, DC 20408

The following Accession Inventory is hereby agreed to by the undersigned duly authorized representatives of the agency named above and of the Archivist of the United States, respectively; and the records are accepted for deposit with the National Archives of the United States.

Description of Records: 167 motion picture subjects produced or acquired by the Office of Strategic Services during World War II relating to such subjects as geography, training of commando units, events in the China-Burma-India Theater, guerilla and partisan units, and Nazi Germany. The film is generally in the form of 16mm projection prints with 34 negatives and 2 masters included. It is all safety film.

Restrictions on the Use of Records: The majority of these films are made available without restriction. Eleven items, however, are either "secret" or "classified" due to the "interest" of the U.S. Air Force and Army and  It is expected that these items will be declassified after the other agencies are consulted. CIA would have no objection to declassification.

Condition of Records: Fair to good.

Volume of Records: 18 cubic feet.

\*\*\*\*\*

Executed in duplicate at McLean, Va., this 27<sup>th</sup> day of January A.D. 1975.

Representing the Central Intelligence Agency

James M. Moore  
Representing the Archivist of the United States

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

George L. Cary  
Legislative Counsel

EXTENSION

NO.

OLC: 76-1735/a

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDCI

17 Aug 76

8/17

slu

Director

8/18/76

✓

2.

OLC

3.

4.

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15.

The attached, for your signature, is in response to Representative Bella Abzug's request inquiring into the policies of this Agency regarding records disposal, particularly methods and procedures for transferring files and records to the National Archives.

GEORGE L. CARY  
Legislative Counsel

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BELLA S. ABZUG, N.Y., CHAIRWOMAN  
LEO J. RYAN, CALIF.  
JOHN CONYERS, JR., MICH.  
TORBERT M. MACDONALD, MASS.  
JOHN E. MOSS, CALIF.  
MICHAEL HARRINGTON, MASS.  
ANDREW MAGUIRE, N.J.  
ANTHONY MOFFETT, CONN.

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NINETY-FOURTH CONGRESS

## Congress of the United States

### House of Representatives

GOVERNMENT INFORMATION AND INDIVIDUAL RIGHTS  
SUBCOMMITTEE

OF THE

COMMITTEE ON GOVERNMENT OPERATIONS

RAYBURN HOUSE OFFICE BUILDING, ROOM B-349-B-C

WASHINGTON, D.C. 20515

June 10, 1976

76-8262
SAM STEIGER, ARIZ.
GEORGE J. BROWN, OHIO
PAUL N. McCLOSKEY, JR., CALIF.
225-3741

DD/A Registry

76-3043

OLL: 1735-76

Honorable George Bush  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Director Bush:

This Subcommittee has oversight and legislative jurisdiction of records maintenance policies of federal agencies. In this connection, we are writing to inquire into the policies of your department or agency concerning records disposal, particularly methods and procedures for transferring files and records to the National Archives. We would appreciate it if you would supply the subcommittee with a copy of your latest agreement with the National Archives regarding transfer of papers and a schedule of the content of the most recent transfer. Please also supply the date of the most recent transfer.

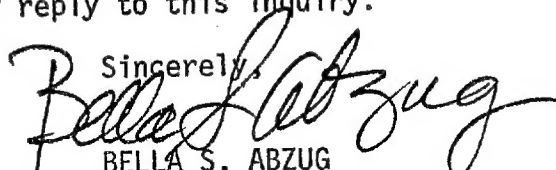
We also would like to know your policy on the removal of papers by the Secretary, agency head or other Presidential appointees upon expiration of their terms. If your policy allows for the removal of "personal" papers, please set forth the method, if any, whereby, a determination is made between "personal" and official papers.

Also, what restrictions, if any, are imposed on the removal by an agency official of copies of government documents or other information generated by that official? Are distinctions made between removal of such papers by Presidential appointees as opposed to agency civil servants?

In the last ten years, have there been any instances of administrative penalties imposed or prosecutions brought against any agency employee or official, or former employee or official, for the unauthorized taking or destruction of government records? If so, please supply details.

We would appreciate your early reply to this inquiry.

Sincerely,

  
BELLA S. ABZUG  
Chairwoman